

EBT CENTRAL  
P.O. Box 2250  
La Puente, CA 91746

CASE NUMBER: 1234567  
PRIMARY LANGUAGE: EN  
EW NAME: JOHN SMITH  
EW NO.: EW12  
EW TELEPHONE NO: (626) 123-4567

JANE DOE  
1234 ANY STREET  
ANYTOWN, USA 12345



**- IMPORTANT INFORMATION -**  
**THIS AFFECTS YOUR AUTHORIZED REPRESENTATIVE**

THE PURPOSE OF THIS **IMPORTANT NOTICE** IS TO TELL YOU MORE ABOUT THE NEW WAY TO RECEIVE YOUR CASH AND FOOD STAMP BENEFITS USING THE ELECTRONIC BENEFIT TRANSFER (EBT) SYSTEM AND THE CHANGES TO THE AUTHORIZED REPRESENTATIVE ON YOUR CASE.

The Authorized Representative we have for you now will be removed beginning February 1, 2004. Some things you need to know about designating another person when you use EBT:

- The person you designate must be an adult. If there is no other adult, you can designate a minor, but your worker will need to make the final determination.
- The person you designate as your Alternate Cardholder (for your cash case) or Authorized Representative (for your Food Stamps) will have their own EBT card and Personal Identification Number (PIN).
- The person you designate will only be able to use the EBT card for the type of benefits you select. You may either select cash only, Food Stamps only or cash and Food Stamps.
- The person you designate as your Alternate Cardholder/Authorized Representative will be able to call a toll-free number to get information on your account and other services.

Please complete the attached form if you want to designate an Alternate Cardholder/ Authorized Representative. Return the form in the envelope enclosed by **no later than January 31, 2004**. **We may not be able to process the form unless the form is signed by you and the person you designate. A form must be completed for each person you designate. Please contact your worker if you need additional forms.**

**REMEMBER:** The person you designate will have access to **ALL** of your cash and/or Food Stamp benefits as you authorized.